

## **Sullivan County NH**

**Type of meeting:** Board of Commissioners Public Meeting Minutes

**Date/Time:** Tuesday September 21, 2010; 3 PM

**Place:** Unity County Complex – Sullivan County Health Care Facility, 1<sup>st</sup> Floor Frank Smith Living Room

**Attendees:** Commissioner Jeffrey Barrette – *Chair*, Bennie Nelson – *Vice Chair*, and Ethel Jarvis – *Clerk*; Greg Chanis – *County Administrator*; Ted Purdy – *Sullivan County Health Care (SCHC) Administrator*; Ross L. Cunningham – *Department of Corrections (DOC) Superintendent*; Jane Coplan – *DOC Programs Director*; High County Sheriff Michael Prozzo; and Sharon Callum – *Administrator Assistant/Minutes Taker*.

**Special Guests:** Kevin Warwick – *Alternative Solutions Associate Inc.*; Suellen Griffin – *West Central Behavioral Health Services*; and Liz Hennig – *Communities United For Substance Abuse Prevention Coordinator*.

**Public Attendees:** Kristen Senz – *Eagle Times Staff Reporter*.

**3:04** The Chair, Commissioner Barrette, opened the meeting.

### **Non Agenda Item Sheriff's Office – Affidavit Form**

The Sheriff presented an "Affidavit – Existing Participant" form [Appendix A], requiring the Board Chair's signature in order for the Sheriff's Office to continue their relationship with the federal government for forfeiture monies.

**3:06 Motion: to authorize the Chair of the County Commissioners to sign the Affidavit – Existing Participant form. Made by: Jarvis. Seconded by: Nelson. Voice vote: All in favor.**

### **Non Agenda Item Take Back Prescription Initiative**

The Sheriff briefed the Board on the Saturday, September 25<sup>th</sup>'s, regional *Take Back Prescription* initiative – a national and local event where three drop spots would be set up, at the: 1) Claremont Savings Bank in Claremont, 2) Sunapee Police Department in Sunapee and 3) at 14 Main Street Commissioners Office in Newport, for people to dispose of their unused prescriptions in a safe manner. Mr. Chanis noted a press release would be going out from the Commissioners Office, of which a copy was distributed during the meeting [Appendix B.1-2]

### **Non Agenda Item      Sheriff's Office Transportation Cost Update**

Upon questioning from Commissioner Barrette, Sheriff Prozzo confirmed, with the opening of the Community Corrections Center, they've seen a reduction in transportation costs, in particular, where they would need to transport an inmate to the Friendship House, or to Keene.

### **Agenda Item No. 1      County Administrators Report**

#### Agenda Item No. 1.a.      \$5 Million Borrowing Bid Review Update

The Board reviewed three bids received in response to the Request For Bids the County Treasurer circulated to financial institutes in the area, for the County to borrow \$5 million to continue County operations in anticipation of December 2010 taxes. The bids received were as follows:

- Claremont Savings Bank @ 1.24%
- Lake Sunapee Bank @ 1.33%, and
- Mascoma Bank @ 1.625%.

Mr. Chanis noted the County Treasurer would be contacting Claremont Savings Bank to award the bid to their bank.

#### Agenda Item No. 1.b.      DOE EECBG: Energy Audit – Newport Records Building

Mr. Chanis distributed copies of the Thermo Building Services Energy Audit report [Appendix C.1-10.]. He also brought to their attention, as the County came in under budget for the solar hot water panel project in Unity, they would have a \$65,000 grant budgeted surplus, with their intent to ask DOE if they can use that surplus to replace the boiler and spray-in foam insulation at the Records Building in Newport – two recommendations that were part of the energy audit; plus, use money to begin replacing windows at the Sullivan County Health Care Facility.

#### Agenda Item No. 1.c.      \$125,000 SAMHSA Drug Free Communities Grant Application #1H79SP016609-01

Mr. Chanis noted the County received approval on receipt of the Drug Free Communities application award - \$125,000 per year for five years [Appendix D.1-8.0]. M+

s. Hennig noted this funding would extend the Strategic Prevention Framework work. She indicated youth alcohol rates have declined by 10% over a 10 year period, largely due to grants such as this, and the funds have helped reduce drug use by 1/2; also, receiving this grant opens opportunities to tap into other funding sources. Comm. Nelson commended Ms. Hennig on receipt of the funds for the community. Ms. Hennig noted receipt of the funds show the strength of the community collaborations, as well as support of the Board.

**3:14 Motion to accept the Drug Free Communities grant [Grant Award #1H79SP016609-01], in the amount of \$125,000 each year for a five-year period, and to authorize the County**

**Administrator to sign documents related to accepting the grant.  
Made by: Jarvis. Seconded by: Nelson. Voice vote: All in  
favor.**

Agenda Item No. 1.d.&e. DOJJP \$299,048 FY10 Second Chance Act  
Prisoner Reentry Initiative: Local Demonstration  
grant and the \$553,140 Second Chance Reentry  
Targeting Offenders with Co-occurring disorders,  
grant award

Superintendent Cunningham spoke regarding the Second Chance Act Prisoner Reentry Initiative: Local Demonstration grant award the County Community Corrections Center (CCC) just received approval for - \$299,048 for a one year period [10/1/01 - 9/30/11; Appendix E.1-3]. He noted this funding will further their partnership with West Central Behavioral Health Services (WCBHS), by providing inmate clinical and aftercare services. He also noted they received approval on the \$553,140 grant application [Appendix F.1-3] submitted for the FY10 Second Chance Act Reentry Demonstration Program: Targeting Offenders with Co-occurring Substance Abuse and Mental Health Disorders [two year award: \$276,570 per year].

Mr. Kevin Warwick expressed excitement regarding the receipt of both grants, and thanked the Board for their support of the construction of the CCC, as well as the inmate programs. He noted this was great planning on behalf of the Board, County Administrator, DOC Superintendent, staff and community. He commended Superintendent Cunningham for pushing the community model, which gives the County the opportunity to deal with reentry and combat mental health issues; the positive relationship the County has with WCBHS.

Ms. Suellen Griffin, on behalf of WCBHS, thanked the Board for generating the partnership - they want to ensure they make themselves available for those in the community and feel this partnership will afford them the good linkages. Ms. Griffin noted, WCBHS also participates with Ms. Hennig's CUFSAP coalition.

Commissioner Jarvis questioned if they had statistics reflecting the break down of prescription drugs vs. illegal drug abuse. The group commenced discussions statistics and benefits of the Take Back Prescription Drug Initiative. Ms. Griffin encouraged all to get old, unused, prescriptions out of their cabinets - all part of the plan to bring awareness to the issue. Ms. Hennig concurred, noting this was a nation wide problem, and for first time prescription drug abuse rate supersedes the illegal substance abuse rate

Mr. Warwick noted with the receipt of both awards allows the County to get their arms around the whole problem; and the construction of the CCC clearly placed the County in a place where no one else was to attain further funding - when the county community partners talk about collaborations and agencies, they don't just talk, they do it, which sets the County apart from

other communities, when applying for grant funding. He pointed out one of the grant applications included a 25% match, but also noted applicants could apply for a waiver in certain financial circumstances – the county applied for the waiver due to the financial status of the County, and even with that risk, the County still received the award, with no match required.

Ms. Griffin concurred the grant funding will help with their budget, allowing them to maintain staff; continue inmate care and create a framework of community that would not have been there without the funding.

Mr. Warwick concurred this framework of communication/collaboration is rare in other areas throughout the country. He noted three publications have been issued from the Dept. of Justice, and Sullivan County and WCBH has been mentioned in the three.

Commissioner Nelson commended the DOC Superintendent, Ms. Griffin, Mr. Warwick and Ms. Coplan; he noted, just a while ago, the Board was questioning "*Isn't there someone else?*" - who could provide adult inmate care - but sees there is a good collaboration going on.

The group discussed data reporting components built into the program. Mr. Chanis and Supt. Cunningham spoke briefly about the University of New Hampshire (UNH) control group being conducted in Carroll County, which stemmed from UNH's survey conducted at the Sullivan County jail.

Mr. Warwick noted there are other grants they are pursuing as they go forth.

**3:28 Motion: to accept FY10 Second Chance Act Prisoner Reentry Initiative: Local Demonstration award - of \$299,048, and authorize the County Administrator to sign award documentation. Made by: Nelson. Seconded by: Jarvis. Voice vote: All in favor.**

**3:29 Motion: to accept the Second Chance Reentry Targeting Offenders with Co-occurring disorders grant award of \$553,140 – for a two year period, and authorize the County Administrator to sign grant documents. Made by: Nelson. Seconded by: Jarvis. Voice vote: All in favor.**

Agency Item 1.f.                      FY10 Draft Audit

Mr. Chanis distributed a draft of the FY10 audit [Appendix G.1-36], and highlighted Page 5 third bullet - the unreserved balance - which reflects 2.6 million; a dramatic change from previous years; it was only two years ago the County was in a deficit mode; accordingly, this completes the process of restoring the County's fiscal health; 1 million budgeted of deficit reduction, 1.65 million from stimulus money, and the balance of \$650,000 was from operations – expenditures less than budgeted. An auditors *Exit Interview* has been scheduled for 10/5/10 3 pm, during the Boards next meeting

Newport. Commissioner Barrette noted "Awesome job on management side with revenue and making sure operations on line with expenses".

## **Agenda Item No. 2 Sullivan County Health Care Administrators' Report**

### Agenda Item No. 2.a. Census

Mr. Purdy reviewed the following reports [Appendix H.1-7]:

- August 2010 Medicare, Private, Medicaid, HCBC, Managed Care, Medicare revenue: private census down, Medicaid very strong, Medicare rate is down due to population; reflected of patients rehab vs. non rehab – if rehab population decreases the rate decreases.
- Revenue Review through 8/31/2010 – received \$18,000 in stimulus – this reflects we accounted for stimulus funds in last quarter for last fiscal year, the Med b total is strong, Part A is down \$529.35, negative \$17,763 net variance from operations – even though down, compared to last year, nursing home ahead.
- Sullivan County Nursing Home Quarterly Resident Census – August was a stronger month than typically seen.
- Medicare Length of Stay Analysis - \$156,215 for the month; Mr. Purdy mentioned they are receiving word more therapy is being provided in the hospital settings.
- Admissions reports
- Month-end Aged Analysis report

### Agenda Item No. 2.b. Staffing

Mr. Purdy noted there are no key staff vacancies. They have not used agency staff, but did come close during summer vacation time. They hired seven (7) LNA's in August, one (1) RN and one (1) LPN. Have not seen anything specific to the "big lay off" [this referred to article on newspaper pertaining to large layoff of staff at Dartmouth Hitchcock]. Comm. Barrette added he understood 95% of the layoffs related to attrition. Ms. Griffin concurred with Mr. Barrette's statement.

In response to Commissioner Nelson asking how Patti Henderson was doing as the Direction of Nursing, Mr. Purdy indicated "Great. For all practical matters, she had been in the position for a year. She was also able to mentor the staff development person."

Today's Census: 143 - 116 Medicaid, 20 Private, and 7 Average skilled.

## **Agenda Item No. 3 Department of Corrections Superintendent's Report**

### Agenda Item No. 3.a. Census

Supt. Cunningham distributed the September 21<sup>st</sup> Population and Census Data report [Appendix I.]. Cunningham noted, Srgt. Gokey reformatted the

report; and he reviewed through the statistics with the Board. Cunningham confirmed, out of the 99, 44 are being held within the CCC: 33 males, 11 females; have 14 males and 6 females in the longer term program; CCC can hold 72; it will take about six months to filter people through the new system, this component exercises the work force for laundry, the programming piece has come on line; they continue to trickle in while they have open enrollment. He noted it is interesting to watch the older jail population respond to the CCC, as they come over to the CCC to eat their meals and return – this promotes population engagement to become more responsive to the new programming. Cunningham concurred they could, theoretically, knock 25 days off the time in jail, through the programming. Cunningham confirmed Sgt. Gokey and Capt. Roberts have noticed the NH State Court furlough days have affected sentencing via the plea bargaining; if Judge is not sitting, they transport to Cheshire County. In response to Commissioner Nelson's request, Cunningham will obtain statistics on this aspect.

**Agenda Item No. 3.b. Staffing**

They have a Supervisory Corporal position open, and a Correctional Officer 24 hour per diem position open. Officer Coons is moving on October 1<sup>st</sup>.

**Non Agenda Item September 3, 2010 Letter from NH State Executive Councilor Ray Burton**

Superintendent Cunningham distributed a September 2<sup>nd</sup> letter from Councilor Ray Burton [Appendix J.1-2] to Seth Wilner of the UNH Cooperative Extension.

**Non Agenda Item Community Corrections Center Update**

Mr. Chanis noted they are closing out contracts – have closed two out of five, and will have a funding update at the next Board meeting.

**Non Agenda Item Unity Firing Range Construction**

Berms have been placed, ground must settle before concrete pads can be poured; they anticipate opening next year.

**Non Agenda Item DOC Policies Review**

The Board will schedule a review of the new DOC policies at their next Unity meeting, for 2:00 PM. Cunningham will circulate the 15-20 rewritten, or new, policies prior to the meeting.

**Agenda Item No. 4. Commissioners' Report**

Commissioner Barrette noted all three Commissioners attended the UNH Cooperative Extension Farm Bureau annual meeting at the Ahern Building, Friday, August 31<sup>st</sup>. Mr. Chanis noted over 2,000 pounds of produce were donated from the inmate garden to local food pantries.

**Agenda Item No. 5. Public Participation**

There was no public participation

**Agenda Item No. 6. Meeting Minutes Review**

Agenda Item No. 6.a. September 7, 2010 Public Meeting Minutes

**4:13 Motion: to accept the September 7, 2010 public meeting minutes as printed. Made by: Nelson. Seconded by: Jarvis. Voice vote: Jarvis and Nelson in favor. Barrette abstained as he was absent from the meeting.**

**4:13 Motion: to adjourn. Made by: Jarvis. Seconded by: Nelson. Voice vote: All in favor.**

*Respectfully submitted,*



*Ethel Jarvis, Clerk  
Board of Commissioners*

*EJ/s.j.c.*

*Date signed: 10/22/10*

*These minutes were approved at the 10/19/10 meeting.*



**Tuesday Sep 21, 2010**

Sullivan County NH, Board of Commissioners

**Regular Business Meeting  
AGENDA**

**Location: Unity County Complex – Frank Smith Living Room**

Sullivan County Health Care Facility, 5 Nursing Home Drive, Unity NH 03743

- |                   |    |  |
|-------------------|----|--|
| 3:00 PM – 3:20 PM | 1. | County Administrator's Report <ul style="list-style-type: none"><li>a. Update on \$5 Million Borrowing: Bids Received</li><li>b. DOE EECBG: Feasibility Study Project – Newport Records Building</li><li>c. \$125,000 SAMHSA Drug Free Communities Grant – Grant #1H79SP016609-01: Application Approved, Requires Motion to Accept and allow C.A. to sign future documents</li><li>d. DOJJP \$299,048 FY10 Second Chance Act Prisoner Reentry Initiative: Local Demonstration</li><li>e. DOJJP \$553,140 FY10 Second Chance Act Reentry: Targeting Offenders with Co-occurring Substance Abuse and Mental Health Disorders</li><li>f. FY '10 Draft Audit</li></ul> |
| 3:20 PM – 3:40 PM | 2. | Sullivan County Health Care Administrator's Report, <i>Ted Purdy</i> <ul style="list-style-type: none"><li>a. Census</li><li>b. Staffing</li></ul>   |
| 3:40 PM – 4:00 PM | 3. | DOC Superintendent's Report, <i>Ross. L. Cunningham</i> <ul style="list-style-type: none"><li>a. Census</li><li>b. Staffing</li></ul>  |
| 4:00 PM – 4:15 PM | 4. | Commissioners' Report  |
| 4:15 PM – 4:30 PM | 5. | Public Participation   |
| 4:30 PM – 4:35 PM | 6. | Meeting Minutes Review <ul style="list-style-type: none"><li>a. July 20, 2010 Public Meeting Minutes</li><li>b. July 20, 2010 4:24 PM Exec. Session Meeting Minutes</li><li>c. July 20, 2010 4:29 PM Exec. Session Meeting Minutes</li></ul>   |
| 4:35 PM           | 7. | Adjourn meeting  |

The times reflected on this agenda, other than the start time, are estimates. Actual time will depend on level of interest and participation.



## Affidavit - Existing Participant

Under penalty of perjury, the undersigned officials certify that **they have read and understand their obligations under the Equitable Sharing Agreement** and that the information submitted in conjunction with this Document is an accurate accounting of funds received and spent by the Agency under the *Justice* and/or *Treasury Guides* during the reporting period and that the recipient Agency is in compliance with the National Code of Professional Conduct for Asset Forfeiture.

The undersigned certify that the recipient Agency is in compliance with the nondiscrimination requirements of the following laws and their Department of Justice implementing regulations: Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 *et seq.*), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), and the Age Discrimination Act of 1975 (42 U.S.C. § 6101 *et seq.*), which prohibit discrimination on the basis of race, color, national origin, disability, or age in any federally assisted program or activity, or on the basis of sex in any federally assisted education program or activity. The Agency agrees that it will comply with all federal statutes and regulations permitting federal investigators access to records and any other sources of information as may be necessary to determine compliance with civil rights and other applicable statutes and regulations.

**During the past fiscal year: (1) has any court or administrative agency issued any finding, judgment, or determination that the Agency discriminated against any person or group in violation of any of the federal civil rights statutes listed above; or (2) has the Agency entered into any settlement agreement with respect to any complaint filed with a court or administrative agency alleging that the Agency discriminated against any person or group in violation of any of the federal civil rights statutes listed above?**      ☐ Yes    ☒ No

**If you answered yes to the above question, complete Table I**

### Agency Head

See ¶ 2 on page

Signature: M. L. Prozzo Jr.  
Name: Michael I. Prozzo Jr.  
Title: Sheriff  
Date: 9-1-10

### Governing Body Head

See ¶ 2 on page

Signature: \_\_\_\_\_  
Name: Jeffrey Barrette  
Title: Chairman County Commissioners  
Date: \_\_\_\_\_

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Entered by \_\_\_\_\_

Entered on \_\_\_\_\_

☐ FY End: 06/30/2010

Date Printed: September 01, 2010 10:22

☒ NCIC: NH0100001 Agency: Sullivan County Sheriff's Office

Phone: 603-863-4200

☐ State: NH Contact: Michael Prozzo

E-mail: [sheriff@sullivancountynh.gov](mailto:sheriff@sullivancountynh.gov)





B.I.

# SULLIVAN COUNTY

*Serving the communities of:*

Acworth, Charlestown, Claremont, Cornish, Croydon, Goshen, Grantham, Langdon,  
Lempster, Newport, Plainfield, Springfield, Sunapee, Unity and Washington

Date: September 21, 2010

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## PRESS RELEASE

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E-mail: [nursinghome@  
sullivancountynh.gov](mailto:nursinghome@sullivancountynh.gov)

## Sullivan County Second Chance Funding

### Second Chance Act Adult Offender Demonstration Reentry Project

Sullivan County recently received approval notification of two grant awards from the Office of Justice Programs.

- The first award is a one year grant for the ***Second Chance Act Adult Offender Demonstration Reentry Project***. This grant will provide federal funding, in the amount of **\$299, 048**, for staff positions at the Sullivan County Community corrections Center for inmate reentry services. The best practice program developed by the Department of Corrections (DOC) will allow offenders with drug, alcohol and other problems to address issues that have led to their incarceration. This model has been shown to reduce recidivism rates of offenders in other correctional systems. Superintendent Ross L Cunningham states, *"This funding will allow for the County to reduce operational costs, as well as provide for additional services for inmates while at the CCC and at time of release, in an effort to reduce recidivism and increase public safety"*.
- The second award, the ***Second Chance Demonstration Program Targeting Offenders With Co-occurring Substance Abuse and Mental Health Disorders***, will provide for mental health and substance abuse treatment services for inmates at the DOC while incarcerated and post release. This project is a partnership between Sullivan County and West Central Behavioral Health, in which their staff will offer mental health services for inmates at the jail and the Community Correction Center. Suellen Griffin, CEO from West Central Behavioral Health states, *"This project is a great step to providing much needed services for offenders with co-occurring disorders."* The County will receive \$276,570 per year for two years – a total of **\$553,140** in federal funding over the next two years.

Communities United for Substance Abuse Prevention (CUFSAP) coalition participated in the planning process, as well as funding the grant writing for both initiatives. Liz Hennig, CUFSAP Coordinator, noted, *"This is one more step in the process of addressing issues of addiction and mental health in our community"*.

**All Day, Every Day, We Make Life Better**

Both awards were highly competitive with several hundred counties applying nation wide. Greg Chanis, County Administrator, stated, *"Sullivan County is excited about this collaboration and the work this county has accomplished towards developing more effective solutions that address correctional issues in a cost effective way."*

This could not have been accomplished without the effort and vision of the Sullivan County Commissioners and the Sullivan County Criminal Justice Coordinating Committee.

Press Release & Project contact information:

Greg Chanis, County Administrator

Sullivan County Commissioners Office

Tel. 603.863-2560

Ross L Cunningham, Superintendent

Sullivan County Department Of Corrections

Tel. 603.542-8717 Ext. 435

Sue Suellen Griffin, CEO

West Central Behavioral

Tel. 603.448-0126

Kevin Warwick MSW

Project Director

Tel. 413.626-7597

**Sullivan County Cooperative Extension Service**

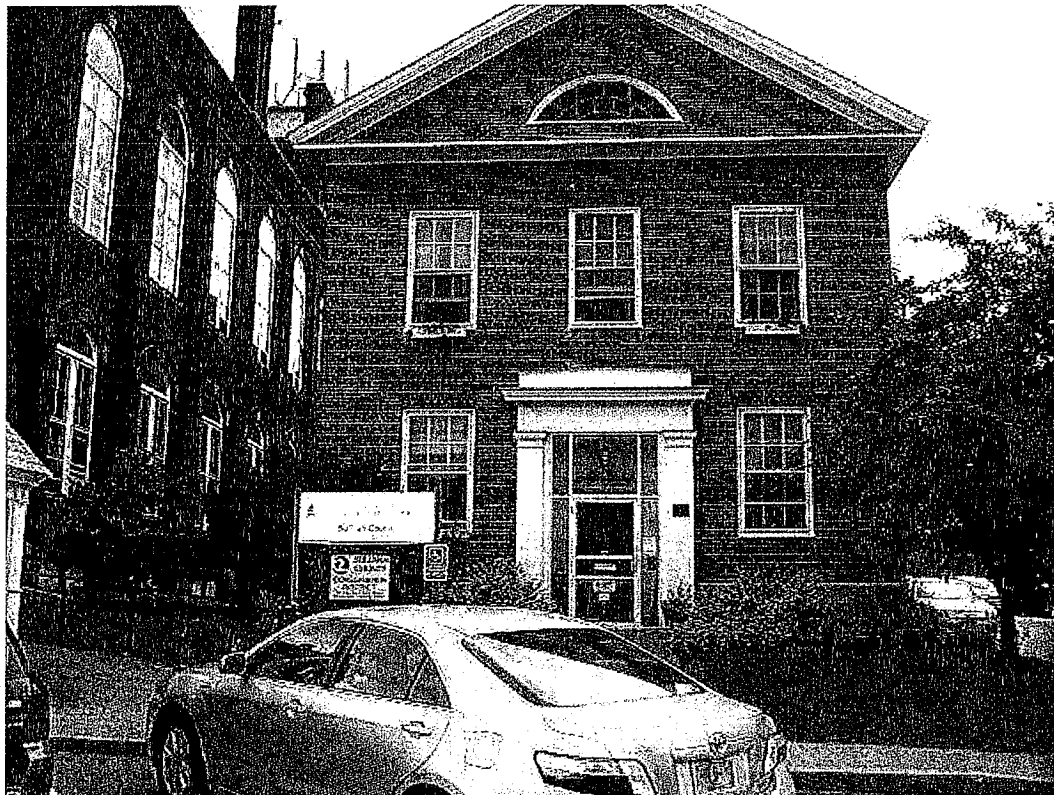
24 Main Street

Newport, NH 03773

John Cressy, Facilities Director

**Energy Audit Report**

This Historic Building was built in 1948 as the Sullivan County Registry of Deeds and is now used as the offices for the New Hampshire Extension Services for UNH in Sullivan County. It is listed on the National Registry of Historic Places.



West facing entry way view

The construction consists of a concrete foundation and basement with brick and block exterior walls, poured concrete floors and a copper roof. The condition is very good as it is well built and has been maintained.

The building is three stories with a low ceiling basement of about four foot clearance, containing an oil fired hot water heating boiler, an electric hot water storage tank and two 275 gallon oil tanks. The first floor has a central hallway with 3 offices, conference room and open stairway. The second floor has 5 offices and a conference room and the third floor has 2 storage rooms.



Front door with added aluminum frame and glass storm door

**Basement:** The concrete basement area contains the oil fired boiler, replacing a steam boiler around 1990. The Cast Iron boiler (name tag and data plate is missing) is fired at 1.75 gph on oil, which would provide a heating capacity of around a net 196,000 BTU/Hr. The replacement boiler piping was connected to some of the 2 ½" steel steam piping and reduced to 2 inch diameter copper and is circulated with old style three piece circulator pump to baseboard (Sterling Senior baseboard) in a mono-flow piping arrangement, with some changes that were added and piped in series. The system does have an old style bulb and capillary White Rogers Outdoor Reset Control, which is set at #2 setting with the chart tells us that at 0F the water temperature is 140F and at -20F the water temperature is 160F. I question if this control is still working or connected to the system, but a modern Outdoor Reset Control in operating condition and a properly adjusted reset curve should be used with this type of baseboard heating system.

Many of the office spaces have a thermostatic radiator valves (TRV) for individual room temperature control, but staff feels that they do not provide good control and comfort. The TRV's are located in the baseboard enclosure and can be difficult to reach and they also have a built in temperature stop that

limits the ability to adjust them within the desired comfort setting. Additionally many of the baseboards have desks and office furniture blocking the free travel of air through the baseboard convector reducing operating efficiency. I did not have opportunity to check each of these TRV's for proper operation as it the physical inspection was done on very warm summer days.

The boiler is equipped with a low water cut off as required, but the oil tanks do not have oil safety valves to prevent gravity draining in the event of an oil supply line failure. Since this space is not people friendly for easy accessibility a large quantity oil heating oil could be dumped before it is discovered. The twin oil tanks, I estimate to be circa 1990, and installed along with the current boiler, are the old side tap style tanks that always leave a layer of water on the tank bottom and can rust out and leak over time.

The boiler area does have a mechanical fan installed in 10"x 2 1/4" duct work to provide outside combustion air to the space, but this fan is a residential vent fan, around 20 years old, which would be near the end of its useful life.

The smoke pipe from the boiler travels horizontally about 10 feet and through a concreted wall, into an offset block chimney base, then crosses up and over to the adjacent brick chimney. The metal elbow has come apart inside this block base and needs to be replaced, if this boiler is to be used for the upcoming heating season.

My recommendation for the heating system would be replacement with an LP gas, condensating boiler that is set up for sealed combustion and has outdoor reset control. This would solve the issues with proper combustion air, chimney, oil storage tanks and outdoor reset control upgrade. Your current combustion efficiency is around 80% and LP condensating boiler efficiencies are in the 92%+ range. The distribution system would also be more efficient when piped with a home run style of hot water supply piping, to deliver the hot water via insulated lines (PEX pipe would be great for this application) to the TRV controlled zones.

The basement also has six areas where vented louvers penetrate the concrete wall for outside air to circulate. This outdated strategy is not used these days, as warm moist air will enter and condense on cool surfaces in the basement, sometimes leading to moisture issues. Additionally these louvers are not maintained and in operation and result in cold winter air entering the basement. Occupant complaints about a cold first floor rest room can be believed due to this open vent and riser under the corner rest room. Risers for piping from the basement to the other floors are also open, which is a thermal bypass for air which should be sealed. The hot water supply piping and domestic hot water piping is not insulated in this basement space. This open louver could be used as an exhaust duct for rest room ventilation.

The recommendation for this basement foundation area is to have a 2# high density, urethane foam sprayed from the first floor sub floor and down the walls to the concrete floor. A nominal three inches would give about an R-20 insulation plane and seal the pipe risers, air vents and masonry wall to

C4

concrete interface. Be sure that the foam meets current fire barrier ratings and is high density to limit moisture adsorption.

**First Floor:** front entry way door has had a commercial metal framed door and window added as a storm door/airlock entry. This entry is small and not handicapped accessible, but a ground level rear door is available for access to the first floor offices. No handicap access is available to the second floor, as only one stairwell services the building. The upper glass panel in the metal framed door is missing its top cross channel to seal and hold the glass into the door frame. The door also does not seal evenly around the metal frame. The original wood entry door is oversized and the weather stripping and sweep should be replaced. Inside the building, on the wall under the alarm panel some conduit and wire mould path ways are open and should be closed off with fire stop caulk. At the ground floor entrances the exterior surface has been refinished and some of the building wood trim work is in contact with the soil, providing a path for moisture and insect entry to the building.



North Side of building adjacent to the County Court House

Note: Glass block windows in stairwell, replaced awning windows on NE end.

The central hall has two replaced wall mounted hot water convector heaters, one at the entrance door and a second wall mounted unit under the stairway. These commercial units do not have insulation on the hot water piping which should be insulated along with the rest of the heating pipes in the basement.

The women's/handicapped restroom on the first floor has an unusual floor plan with two toilets and lavatories, one in the larger room with the access door and another in a small three foot by ten foot stall with full door off the larger room. Staff comments are that this space is cold in the winter, and since we have two small rooms on a corner of an insulated building, with two large oversize double hung windows and a cold basement below is very believable. The larger space with high ceilings and large window has a three foot section of baseboard with a TRV, and the adjacent stall room has an eight foot section of baseboard radiator, but the piping below has been modified and added to and may not be delivering enough hot water flow to these units.



East side of building with back door and chimney for the oil fired Boiler. The South side faces the alley, note replaced awning windows and four window air conditioning units in windows.

**Air Conditioning:** The building has six window air conditioners for spot cooling of office area. This method of cooling is not the most energy efficient and has a negative impact on the buildings historical look. The upgrade solution would be to install ductless split air conditioning units or variable refrigerant flow (VRF) with the condenser located outside, between buildings and wall mounted evaporator units



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locally controlled in each office space. One of the south side A/C units is supported on an external steel framework that is an eyesore and not historically accurate. In defense of the current window mounted units, they all appear to have been replaced with models that are up to date regarding energy efficiency in window units. Split ductless systems are about 3 times more energy efficient, and this climate zone requires limited air conditioning but this is an exceptionally warm summer.

**Third Floor:** there is access to the third floor via the central stairway. The third floor consists of two storage rooms, one in the west facing front of the building, with a half round historic window used for storage space. This space has the boxed in ceiling of the stairwell and is unfinished with raw brick/block walls and drywall/sheetrock on the sloped ceiling areas. Above the ceiling is fiberglass insulation, with no access hatch (I estimate it to be 6 inches of a fiberglass bat) to inspect. This space also is heated via baseboard convectors. The Blower door test showed it to be very leaky and a thermal bypass for air to travel up from the basement and lower levels to the attic. The air travels up the old pipe chases that were used for both steam pipes and now hot water piping. In addition it escapes up the open to the room stair wall area and stairwell ceiling box area. **Blower Door results for this space alone was 4600cfm50.**

This heated air can then travel up into the attic space above the ceiling, due to the unfinished drywall seams of the ceiling plane to the masonry walls.

My recommendation would be to air seal these thermal bypass pathways to cut air flow through the building and establish the air and thermal boundary as the knee walls and ceiling plane. The ceiling would benefit from upgraded insulation, which could be accomplished either by removing the drywall and existing insulation, upgrading with blown in cellulose, insulating poly isocyanurate foam sheathing and drywall. The insulated walls could be insulated with spray foam or foam board. The historic single pane round top window which does open for air flow, but does not have any air intake, unless the door to the stairway is open, would benefit from a storm window both for energy efficiency and preservation.

The east facing or back storage room is finished to a higher level with finished drywall/plaster ceiling, but has two outboard under the eve storage closets that are also heated and has unfinished drywall allowing air flow from levels below to take this thermal bypass. Hot water piping for the baseboard convectors travel through these spaces, including some element and cover is one of the storage closets. Heating these areas is of no value to the occupants or the building, and the piping should be insulated. These storage closets need to be treating in the same manner as the front storage room with air sealing and insulation. This is a good application for spray foam, where a fire rated 2# high density foam could be sprayed both on the walls and ceiling which will both insulate and air seal. Prep work would be to move some of the hot water piping away from the wall to allow both future access to the piping and room for insulation.

Blower door testing of this room, showed considerable less air travel leakage than the front unfinished storage room. With the door to the outboard storage room closed, **blower door testing was 1650cfm50**

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and with both the doors open it was 3510cfm50. That shows how much the airflow and heat loss could be reduced with air sealing in the spaces under the eaves.

This rear storage area also has a pair of original double hung windows and a wall mounted fan that hopefully is not used, due to its age it would be both inefficient regards energy consumption and electrical safety. My recommendation would be to remove it or replace it with a modern fan and safety controls to turn it off is there was a fire.

The ceiling and wall area adjacent to the exterior chimney show evidence of moisture damage, probably from the chimney flashing which should be corrected. The escape of heat from the adjacent heated storage rooms could also have an effect on this area, effecting the freeze and thaw cycles during the winter.

Blower door testing was preformed on various sections of the building, to get baseline information and see if there are gross leakage areas that can be found and corrected. Spaces are typically depressurized to -50 Pascal's, which is about equal to a 20 MPH wind on all sides of the building. Results are expressed as cubic feet airflow (CFM) at testing pressure.

**Basement: 1330cfm34**

The basement was difficult to test, as it did not have any direct outside access. The lack of being able to get a lower pressure than -34pa was due to the basement being open to the outside via the ventilation louvers and other penetrations.

**First Floor: 2660cfm50**

The first floor was tested at the east parking lot door and no major bypass areas were detected. During the test doors to offices and hall were opened and closed to determine changes in air flow. Air conditions were not removed from windows for this test and they do increase the air leakage numbers but are a minor contribution to figures.

One curious spot did show up and confirmed my visual examination that the wooden frames of the original double hung windows did not look like they were caulked and sealed to the masonry framework. Under negative Blower Door test conditions, leakage could be felt around these openings. They would benefit from caulking properly applied inside and outside.

**Second Floor: 2432cfm50**

The second floor was tested from the stairwell fire door off the hallway. Some air conditioning units are installed in windows which does increase the air leakage rate.

The Blower Door results are then converted in Air Changes/Hour at natural draft conditions.

The 1<sup>st</sup> and 2<sup>nd</sup> floor areas are about 0.57ACHnat, which is the median leakage rate for an existing building. The 3<sup>rd</sup> floor comes out to be much higher, with 2.4ACHnat which indicates a very high rate of

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leakage under natural draft conditions. **The entire building is estimated to have an air change rate of 0.98ACHnat of which anything above 0.80 is typical for the construction in this era.**

**Infrared Thermal Imaging:** the high temperatures we have had this summer have not allowed us the luxury of a through inspection with the FLIR infrared equipment. I would be pleased to return at no additional expense and do an Infrared Survey with the facilities manager, We typically would like a differential temperature of 5F with the Blower Door or 18F without the blower door but his masonry building has quite a bit of thermal mass and temperature inertia and needs some cooler weather to show up additional thermal deficiencies.

**Lighting** for this building has changed little since it was built in 1948 with 11 bare incandescent bulbs in the basement and entry hallway and ceiling surface mounted florescent fixtures.

The basement is only used for service functions, so these bulbs are not a large energy consumer, but they could be easily switched to CFL's. Most offices, hallways and spaces have ceiling surface mounted florescent fixtures, of which many have been upgraded to T-8 green end bulbs. The two exit light fixtures are of recent vintage, and new LED exit lights are becoming standard.

The areas that should have updated lighting are the entrance hallway, which has 2 incandescent fixtures, with a burned out bulb and no diffusing cover. The adjacent stairway, which has a north facing six by ten foot glass block wall, has only one ceiling mounted bulbs of 75 watts. This classic hanging fixture could be reworked to have 3 or 4 CFL's providing better lighting and safety when it is overcast or dark outside. It also could be replaced or supplemented with wall mounted sconce style lighting. Several of the glass blocks are cracked, and they can be patched or replaced if they are show to have lost insulating value.

The first floor bath is illuminated by two large double hung windows, but the overhead fixture may provide general room lighting and the sink area would benefit from task lighting. An occupancy sensor would also be a good addition in this room.

Only one office has task lighting, and for office work task lighting could be helpful. There are now efficient desk lights available.

**Windows:** for most of the building, the original large double hung windows are still functional and all but one (NW first floor which appears to have been fitted in the past with a plastic storm window taped to the wall) has triple track storm windows. They should be properly fitted with weather strip, and their frames caulked. Triple track storm windows with the existing double hang windows offer better energy efficiency than replacing the assembly with a modern thermo pane insulated window. As window technology is improved and prices hopefully are reduced, the windows could be replaced, but it is not my recommendation to do so at this time.

The two steel casement windows, one in the basement stairwell and the other in the men's room off the stairwell landing need to be replaced with modern windows. They show the effects of moisture, due to condensation on the plaster and surrounding wall area.

The east facing side of the building had windows, high up on the wall for light and ventilation, which have been replaced with framework and insulated glass awning style windows. They appear to be in good condition and will have a longer service life than the double hung windows. There are metal brackets attached to the brick outside wall, which I assume were part of the opening mechanisms for the old windows, which are no longer being used and can be removed.

Some of the window exterior trim paint appears to be chalking and staining the brick on the building, indicating the end of its useful life and that it should be repainted.

The office copier a Savin 8055 does have an "energy saver" feature.

**Utility bills:** a review of the utility bills shows a fuel oil consumption of around 1800 gals. Per year and if the recommendations of insulation and sealing work are completed, you could expect to see a reduction of about 25% to 30%. That would be around 600 gallons of fuel oil per year, or around \$1800 at current heating oils costs.

The electrical consumption is constant at around \$200/month, in the range of about 1000KWH.

Electric water heating costs run about \$25/month, of which a majority percentage is due to heat loss, from the older tank and uninsulated hot water piping. The hot water usage is mostly for hand washing and a new foam insulated hot water tank and insulated piping would reduce this energy usage.

#### **Recommendations:**

- 1) Insulate and air seal the perimeter of the building in the basement with spray foam.
- 2) Insulate and air seal the 3<sup>rd</sup> floor spaces.
- 3) Replace 2 steel casement windows
- 4) Upgrade lighting in entrance, restrooms and stairwell
- 5) Consider replacement of heating system with LP condensating boiler
- 6) Consider distribution upgrades of hot water heating, piping and insulation
- 7) Repair flashing leak around chimney
- 8) flue pipe repair in outside chimney entrance

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DFC  
Department of Health and Human Services  
Substance Abuse and Mental Health Services Administration  
Center for Substance Abuse Prevention

## Notice of Award

Issue Date: 09/04/2010

Grant Number: 1H79SP016609-01

## Program Director:

Liz Hennig

Project Title: Communities United for Substance Abuse Prevention

Grantee Address	Business Address
COUNTY OF SULLIVAN Liz Hennig Communities United For Substance Abuse Prevention 14 Main Street Newport, NH 037731548	Greg Chanis County Administrator County of Sullivan NH 14 Main Street Newport, NH 03773

Budget Period: 09/30/2010 – 09/29/2011

Project Period: 09/30/2010 – 09/29/2015

Dear Grantee:

The Substance Abuse and Mental Health Services Administration hereby awards a grant in the amount of \$125,000 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to COUNTY OF SULLIVAN in support of the above referenced project. This award is pursuant to the authority of DFC Act 1997 (PL105-20) reauth PL 107-82 reauth PL 109-469 and is subject to the requirements of this statute and regulation and of other referenced, incorporated or attached terms and conditions.

Award recipients may access the SAMHSA website at [www.samhsa.gov](http://www.samhsa.gov) (click on "Grants" then SAMHSA Grants Management), which provides information relating to the Division of Payment Management System, HHS Division of Cost Allocation and Postaward Administration Requirements. Please use your grant number for reference.

Acceptance of this award including the "Terms and Conditions" is acknowledged by the grantee when funds are drawn down or otherwise obtained from the grant payment system.

If you have any questions about this award, please contact your Grants Management Specialist and your Government Project Officer listed in your terms and conditions.

Sincerely yours,

Barbara Orlando  
Grants Management Officer  
Division of Grants Management

See additional information below

## SECTION I – AWARD DATA – 1H79SP016609-01

### Award Calculation (U.S. Dollars)

Salaries and Wages	\$45,300
Fringe Benefits	\$28,973
Personnel Costs (Subtotal)	\$74,273
Supplies	\$4,500
Consortium/Contractual Cost	\$19,195
Travel Costs	\$8,512
Other	\$18,520
Direct Cost	\$125,000
Approved Budget	\$250,102
Federal Share	\$125,000
Non-Federal Share	\$125,102 ✓
Cumulative Prior Awards for this Budget Period	\$0
AMOUNT OF THIS ACTION (FEDERAL SHARE)	\$125,000 ✓

SUMMARY TOTALS FOR ALL YEARS	
YR	AMOUNT
1	\$125,000 ✓
2	\$125,000
3	\$125,000
4	\$125,000
5	\$125,000

\* Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project.

### Fiscal Information:

CFDA Number: 93.276  
 EIN: 1026000870A1 ✓  
 Document Number: 10SP16609A ✓  
 Fiscal Year: 2010 ✓

IC	CAN	Amount
SP	C96R655 ✓	\$125,000 ✓

### SP Administrative Data:

PCC: DFC / OC: 4145

## SECTION II – PAYMENT/HOTLINE INFORMATION – 1H79SP016609-01

Payments under this award will be made available through the HHS Payment Management System (PMS). PMS is a centralized grants payment and cash management system, operated by the HHS Program Support Center (PSC), Division of Payment Management (DPM). Inquiries regarding payment should be directed to: The Division of Payment Management System, PO Box 6021, Rockville, MD 20852, Help Desk Support – Telephone Number: 1-877-614-5533.

The HHS Inspector General maintains a toll-free hotline for receiving information concerning fraud, waste, or abuse under grants and cooperative agreements. The telephone number is: 1-800-HHS-TIPS (1-800-447-8477). The mailing address is: Office of Inspector General, Department of Health and Human Services, Attn: HOTLINE, 330 Independence Ave., SW, Washington, DC 20201.

## SECTION III – TERMS AND CONDITIONS – 1H79SP016609-01

This award is based on the application submitted to, and as approved by, SAMHSA on the above-title project and is subject to the terms and conditions incorporated either directly or by reference in the following:

- a. The grant program legislation and program regulation cited in this Notice of Award.
- b. The restrictions on the expenditure of federal funds in appropriations acts to the extent those restrictions are pertinent to the award.
- c. 45 CFR Part 74 or 45 CFR Part 92 as applicable.
- d. The HHS Grants Policy Statement.
- e. This award notice, INCLUDING THE TERMS AND CONDITIONS CITED BELOW.

**Treatment of Program Income:**  
Additional Costs

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**SECTION IV – SP Special Terms and Condition – 1H79SP016609-01**

**PROGRAM OVERVIEW**

The Drug Free Communities Support Program (DFC) is a collaborative effort between the Office of National Drug Control Policy (ONDCP) and the Substance Abuse and Mental Health Services Administration (SAMHSA). ONDCP issues grant awards to community coalitions through an interagency agreement with SAMHSA. According to the Drug Free Communities Act of 1997, the purpose of DFC funding is to address two major goals: 1) establish and strengthen collaboration among communities, public and private non-profit agencies, and Federal, State, local and Tribal governments to support the efforts of community coalitions and 2) Reduce substance abuse among youth and, over time, among adults.

While responsibility rests with the grantee for achieving the primary goals of the program, SAMHSA shall monitor and provide continuing technical assistance, consultation, and coordination in the conduct of the project during the funding period. You can find additional details about the support available to you as a grantee on the program's website at [www.whitehousedrugpolicy.gov/dfc](http://www.whitehousedrugpolicy.gov/dfc) or in your Grantee Handbook available from your Grants Management Specialist. In addition to these terms and conditions and the applicable statutes and regulations, grantees are bound by the DHHS Grants Policy Statement (available at [www.samhsa.gov/grants](http://www.samhsa.gov/grants)) and all requirements in the Program Announcement for the FY 2010 Drug Free Communities Program. All requirements in the initial DFC Program Announcement are available at [www.samhsa.gov/grants/archives.aspx](http://www.samhsa.gov/grants/archives.aspx), go to FY2010 applications and SP10-005.

**TERMS AND CONDITIONS OF AWARD:**

Failure to comply with Terms and Conditions may result in a financial drawdown restriction on your Payment Management Account or denial of funding in the future as outlined in the following section.

**PROGRESSIVE DISCIPLINE AND APPEALS PROCESS:** If for any reason you do not comply with the applicable terms, conditions, rules and regulations for the DFC program, your grant will be subject to the Progressive Discipline and Appeals Process developed by ONDCP and SAMHSA. There are three progressive discipline actions that can be taken: 1) High Risk status, 2) Suspension, and 3) Termination.

An overview of this plan and the complete explanation and procedures are posted on the Drug Free Communities Program website, [http://www.ondcp.gov/dfc/appeals\\_process.html](http://www.ondcp.gov/dfc/appeals_process.html) or can be linked through <http://www.samhsa.gov/Grants/management.aspx>.

**ROLE AND RESPONSIBILITIES OF THE GRANTEE:**

For the purposes of the DFC Program, a ?grantee? is either a coalition that has received a grant or is an outside agent that is serving as the grantee on behalf of a community coalition under the competitive Request for Applications (RFA) process.

The following Statutory Eligibility Requirements must be met each year while the coalition is funded by the DFC Program. Failure to meet one of these requirements is considered non-compliance with grant regulations (see Progressive Discipline and Appeals Process).



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Statutory Eligibility Requirements for DFC-funded Coalitions (if you are the grantee for a separate coalition, you are still responsible for ensuring all eligibility criteria are met by the coalition):

- \* The coalition must have at least one representative from the required 12 sectors, as outlined in the RFA and the Drug Free Communities Act of 1997;
- \* The coalition must maintain meeting minutes that demonstrate that it is a unique entity that has substantial involvement from its members and is working toward the two goals of the DFC program;
- \* The coalition must address multiple (more than one) drugs per year in its annual Strategic/Action Plans for each year of funding;
- \* The coalition must have as its principal mission the reduction of youth substance use;
- \* The coalition has not already received 10 years of DFC funding; and
- \* The coalition must capture and provide the data required by the DFC National Evaluation.

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Statutory Eligibility Requirements for All DFC Grantees (coalitions or outside agents):

- \* The grantee must be an entity eligible to receive Federal funds.
- \* The grantee must not request more than \$125,000 per year.
- \* The grantee must document the level of non-Federal match defined in the DFC Act.
- \* The grantee cannot be awarded but one DFC grant at a time.

Other Requirements for All DFC Grantees (coalitions or outside agents):

- \* The grantee must continue the implementation the specific goals and objectives outlined in the approved application for DFC funding.
- \* The grantee must develop a funding plan that ensures (1) the required match of requested Federal funds and (2) to solicit substantial financial support from non-federal sources for sustainability purposes.
- \* The lead paid staff (Program/Project Director) of the DFC-funded coalition must participate in The DFC Workstation ([www.drugfreecommunities.org](http://www.drugfreecommunities.org)), so that he/she receives information from the DFC Staff on a timely basis (see Special term number 8 below for more details).
- \* The grantee must use the Strategic Prevention Framework (SPF), a five step evidence-based process for community planning and decision-making.
- \* The grantee must plan and implement environmental strategies as part of their Strategic and Action Plans.

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Requirements for Grantees in Year 3 and 7:

The coalition must submit, via email, a Sustainability Plan to the Government Project Officer within 60 days of the start of the 3rd and 7th years of DFC funding.

#### RESTRICTIONS ON GRANTEE LOBBYING:

(c) Title 18 > Part I > Chapter 93 > Section 1913: No part of the money appropriated by any enactment of Congress shall, in the absence of express authorization by Congress, be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designed to influence in any manner a Member of Congress, a jurisdiction, or an official of any government, to favor, adopt, or oppose, by vote or otherwise, any legislation, law, ratification, policy, or appropriation, whether before or after the introduction of any bill, measure, or resolution proposing such legislation, law, ratification, policy, or appropriation; but this shall not prevent officers or employees of the United States or of its departments or agencies from communicating to any such Member or official, at his request, or to Congress or such official, through the proper official channels, requests for any legislation, law, ratification, policy, or appropriations which they deem necessary for the efficient conduct of the public business, or from making any communication whose prohibition by this section might, in the opinion of the Attorney General, violate the Constitution or interfere with the conduct of foreign policy, counter-intelligence, intelligence, or national security activities. Violations of this section shall constitute violations of section 1352 (a) of title 31.

#### SPECIAL TERMS OF AWARD:

1. The grantee must budget for two people to attend a two-day training that may be called at some point during the fiscal year by ONDCP. Should this training be called, ONDCP will provide guidelines on the positions and/or participants who should attend through the CSAP (Center for Substance Abuse

Prevention) GPO (Grant Project Officer) and on the program's website at [www.whitehousedrugpolicy.gov/dfc](http://www.whitehousedrugpolicy.gov/dfc). If ONDCP chooses not to hold such a meeting during the fiscal year, the grantee will be allowed to reallocate the funds in this line item with the approval of their GPO and GMO (Grant Management Officer).

2. The grantee must receive and expend non-Federal matching funds as required in the Program Announcement and the Drug Free Communities Act. In-kind support (i.e., donations, volunteer time, etc.) may also be used to satisfy the match requirement.

3. The grantee must comply with the DFC National Evaluation requirements. ONDCP requires that all grantees collect data specific to the geographic area designated in the approved application. The size of the data collection must be sufficient to provide an accurate and meaningful statistical representation of the geographic area served by the coalition. The grantee is responsible for providing these data on or before the deadline established for each reporting period as highlighted on the program website at [www.ondcp.gov/dfc](http://www.ondcp.gov/dfc). Failure to meet established deadlines could result in the GPO placing the grantee on High-Risk status, which could lead to an eventual suspension or termination of the grant for failure to comply with reporting requirements. ONDCP reserves the right to change measures, as the DFC National Evaluation requires, for effective and meaningful evaluation of the program. The following data must be collected every two years on alcohol, tobacco and marijuana for three grades (6th-12th):

- \* Age of onset
- \* 30-day use
- \* Perception of risk or harm
- o Perception of disapproval of use by parents

4. When requested, the grantee must develop a corrective action plan and complete the approved plan within the designated timeframe to correct or improve identified deficiencies in performance and/or in the conditions contributing or causing the unsatisfactory performance.

5. Grantees are required to adhere to all the sections of the ?Roles and Responsibilities of Grantees? as outlined in earlier sections of the Notice of Award.

6. For each year of funding, the grantee must continue to meet the statutory eligibility requirements outlined above and as required by the Drug Free Communities Act.

7. Request to carryover funds from one fiscal year to another are due, to the Grants Management Specialist, by the first Monday in February. All such requests must include a copy of the coalition meeting minutes showing coalition approval of the request.

8. The lead paid staff (Program/Project Director) of the DFC-funded coalition must participate in The DFC Workstation ([www.drugfreecommunities.org](http://www.drugfreecommunities.org)), so that he/she receives information from the DFC Staff on a regular basis. This includes submitting the lead paid staff's contact information, as well as the contact information of one member from each of the required 12 sectors. The lead paid staff should discuss the use of The DFC Workstation with sector members who are chosen to represent each sector, so that they understand their role in distribution of information sent to them. Information sent to specific sectors will always be sent to the lead paid staff.

9. The Division of Grants Management (DGM) at SAMHSA conducts a review of your organization's financial management system. If the review discloses material weaknesses or other financial management concerns, grant funding may be restricted in accordance with 45 CFR 74.14 or 92.12, as applicable. The restriction will affect the drawdown of funds from the Payment Management System; all drawdowns will require the prior approval of the applicable GMS.

#### F. STANDARD TERMS OF AWARD:

1. This grant is subject to the terms and conditions, included directly, or incorporated by reference on the Notice of Award (NoA). Refer to the order of precedence in Section III (Terms and Conditions) on the NoA.

2. The grantee organization is legally and financially responsible for all aspects of this grant, including funds provided to sub-recipients.

3. Grant funds cannot be used to supplant current funding of existing activities. Under the HHS Grants Policy Directives, 1.02 General -- Definition: Supplant is to replace funding of a recipient's existing program with funds from a Federal grant.

4. The recommended future support as indicated on the NoA reflects TOTAL costs (direct plus indirect). Funding is subject to the availability of Federal funds, the demonstration of matching funds, and acceptable documentation of the progress of the grant.

5. Accounting Records and Disclosure - Awardees and sub-recipients must maintain records which adequately identify the source and application of funds provided for financially assisted activities. These records must contain information pertaining to grant or subgrant awards matching funds and in-kind support, and authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures, and income. The awardee, and all its sub-recipients, should expect that SAMHSA, or its designee, may conduct a financial compliance audit and on-site program review of grants with significant amounts of Federal funding.

6. Per (45 CFR 92.34) and the HHS Grants Policy Statement, any copyrighted or copyrightable works developed under this cooperative agreement/grant shall be subject to a royalty-free, nonexclusive and irrevocable license to the government to reproduce, publish, or otherwise use them and to authorize others to do so for Federal Government purposes. Income earned from any copyrightable work developed under this grant must be used a program income.

7. Program income accrued under the award must be accounted for in accordance with (45 CFR 74.24) or (45 CFR 92.25) as applicable. Program income must be reported on the Financial Status Report, Standard Form 269 (long form). Program income accrued under this award may be used in accordance with the additional costs alternative described in (45 CFR 74.24(b)(1)) or (45 CFR 92.25(g)(2)) as applicable. Program income must be used to further the grant objectives and shall only be used for allowable costs as set forth in the applicable OMB Circulars A-102 ("Grants and Cooperative Agreements with State and Local Governments") and A-110 ("Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations"). Any other use of program income (such as to meet match requirements) must have prior approval from the Division of Grants Management.

8. All Post Award Changes that require prior approval must be submitted in writing to the GMO, at SAMHSA. When submitting requests, include grant number, Project Director, the authorized institutional official's name, title and institution, telephone number, fax number and e-mail address. The mailed/faxed request must bear the signature of an authorized business official of the grantee organization as well as the project director. It is understood that the transmission of electronic prior approval requests is a clear expression of institutional approval and that all internal procedures have been properly completed. Additionally, the grantee will be responsible for any internal distribution of the request.

Approval of the request may be granted by the GMO in the form of a revised Notice of Award. No other written or oral approval should be accepted and will not be binding on SAMHSA. Listed below are some of the Post Award Changes which require prior approval. For prior approval procedures access: [www.samhsa.gov/grants/management.aspx](http://www.samhsa.gov/grants/management.aspx). There may be some DFC specific requirements needed in addition to the ones outlined at the above website.

a. Any replacement of, or substantial reduction in effort of the Program Director (PD) and/or Project Coordinator (PC) of the grantee or any of the sub-recipients requires the written prior approval of the GMO. The GMO must approve the selection of the PD and/or PC, if the individual being nominated for the position was not named in the approved application, or if a replacement is needed should the incumbent step down or is unable to execute the position's responsibilities. A resume for the individual(s) being nominated must be included with the request by letter or e-mail. Key staff (or key staff positions, if staff has not been selected) are listed below:

Liz Hennig, Project Director @ 10% level of effort  
Project Coordinator, TBD @ 100% level of effort

b. Budget revisions of a substantial nature (usually over 25% of the approved budget), changes in a contract, and/or changes in indirect costs require prior approval from the GMO.

c. The carryover of unspent funds from one fiscal year to the next fiscal year requires prior approval from the GMO. Requests for the carryover of funds must be submitted to the GMO by the first Monday in February following the budget end date. Any requests received after the deadline will not be reviewed and the grantee must request the carryover in the following fiscal year (funds may not be used until the request is approved and a revised Notice of Award is issued). The Financial Status Report (SF 269) for the fiscal year in which the funds were not spent must be accepted prior to issuing an approval of the request (not applicable in Year 1 of an award). In addition to the required information shown at the above [www.samhsa.gov/grants/management.aspx](http://www.samhsa.gov/grants/management.aspx), grantees are to submit a copy of the coalition meeting minutes showing the approval of the use of these funds. Grantees are required to demonstrate the non-Federal match requirement at the level for the year that the funds are being transferred. Use of these funds without prior approval may result in unallowed costs that must be reimbursed back to the Federal Government.

d. Changes in the grantee's scope of work such as goals, objectives, data collection, must have prior approval of the GMO and GPO.

e. A no-cost extension of the project requires prior approval by the GMO. This action is warranted only in the last year of the project. The request must be submitted 90 days prior to the end of the project period.

9. Upon further review of the submitted budget and/or changes in grants policy(ies) and/or changes in program guides, grantee may be asked to revise their budget.

10. None of the Federal funds provided under this award shall be used to carry out any program for distributing sterile needles or syringes for the hypodermic injection of any illegal drug.

11. Refer to the NoA under Section II (Payment/Hotline Information) regarding the Payment Management System and the HHS Inspector General's Hotline concerning fraud, waste or abuse.

12. As the grantee organization, you acknowledge acceptance of the grant terms and conditions by drawing or otherwise obtaining funds from the Payment Management System. In doing so, your organization must ensure that you exercise prudent stewardship over Federal funds and that all costs are allowable, allocable and reasonable.

13. No HHS funds may be paid as profit (fees) per (45 CFR Parts 74.81 and 92.22(2)).

14. Where a conference is funded by a grant or cooperative agreement the recipient must include the following statement on all conference materials (including promotional materials, agenda, and Internet sites):

Funding for this conference was made possible (in part) by (insert grant or cooperative agreement award number) from ONDCP and SAMHSA. The views expressed in written conference materials or publications and by speakers and moderators do not necessarily reflect the official policies of the Office of National Drug Control Policy or the Department of Health and Human Services; nor does mention of trade names, commercial practices, or organizations imply endorsement by the U.S. Government.

15. If Federal funds are used by the grantee to attend a meeting and meal(s) are provided as part of the program, then the per diem applied to the travel costs must be reduced by the allotted meal costs.

16. Grantees must comply with the requirements of the National Historical Preservation Act and EO 13287, Preserve America. The HHS Grants Policy Statement provides clarification and uniform guidance regarding preservation issues and requirements (pages I-20, "Preservation of Cultural and Historical Resources"). Questions concerning historical preservation please contact, Mike Daniels, SAMHSA Federal Preservation Coordinator, SAMHSA at [Mike.Daniels@samhsa.hhs.gov](mailto:Mike.Daniels@samhsa.hhs.gov) or 240-276-0759.

17. This award is subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to [www.samhsa.gov/grants/trafficking.aspx](http://www.samhsa.gov/grants/trafficking.aspx).

18. Upon further review, changes in policy and/or changes in program guides grantee may be asked to revise the budget.

G. REPORTING REQUIREMENTS:

1. The Financial Status Report (FSR), Standard Form 269 (long form) is required on an annual basis and must be submitted no later than:

December 28, 2011

The FSR (SF 269) is required for each 12 month period. In addition, if a no-cost extension was approved a final FSR (SF 269) is due within 90 days after the end of the extension. Disbursements reported on the FSR must equal/or agree with the Final Payment Management System Report (PSC-272).

The FSR must be prepared on a cumulative basis and all program income must be reported. Include the required match on this form under Transactions (#10 a-d), Recipient's share of net outlays (#10 e-i) and Program Income (q-t) in order for SAMHSA to determine whether matching is being provided and the rate of expenditure is appropriate. If the grantee fails to meet the match adjustments to the award will be made and grantee will need to reimburse the Federal Government for unallowed expenses. The FSR may be accessed from the following website at <http://www.whitehouse.gov/omb/grants/sf269.pdf> and the data can be entered directly on the form and the system will calculate the figures and then print, sign and mail to this office.

2. The DFC Semi-Annual Progress Reports are due to be submitted through the Coalition Online Management and Evaluation Tool (COMET) on the following dates unless otherwise instructed by ONDCP through your GPO:

May 10, 2011 and November 10, 2011

3. Grantee is required to submit an annual Coalition Classification Tool survey by May 10, 2011 unless otherwise instructed by ONDCP through you GPO.

4. Submission of the Federal Financial Report (FFR) SF 425 is due 30 days after the end of each fiscal quarter. This Division of Payment Management report is completed online. To access the information and review the exact due dates go to [www.dpm.psc.gov](http://www.dpm.psc.gov).

5. The grantee must comply with Government Performance Results Act (GPRA) requirements that include the collection and periodic reporting of performance data as specified in the RFA or by the GPO. This information is needed in order to comply with PL 102-62 which requires that ONDCP report evaluation data to ensure the effectiveness and efficiency of its programs.

4. Submission of audit reports in accordance with the procedures established in OMB Circular A-133 is required by the Single Audit Act Amendments of 1966 (P.L. 104-156). An audit is required for all entities which expend \$500,000 or more of Federal funds in each fiscal year and is due to the Federal Audit Clearinghouse within 30 days of receipt from the auditor or within nine (9) months of the fiscal year, whichever occurs first. Single Audit Reporting packages for fiscal periods ending on or after January 1, 2008 must be submitted online at: <http://harvester.census.gov/fac/collect/ddeindex.html> Audits reports with fiscal periods ending in 2002 ~ 2007 must be mailed to the following address.

Federal Audit Clearinghouse  
Bureau of the Census  
1201 E. 10th Street  
Jeffersonville, IN 47132

Failure to comply with the above stated terms and conditions may result in suspension, classification as High Risk status, termination of this award or denial of funding in the future.

G. INDIRECT COSTS:

If grantees want to claim indirect costs, they must have an indirect cost rate agreement; otherwise, all costs should be charged as direct costs. Grantees that have not established an indirect cost rate agreement are

☐ required to submit an indirect cost rate proposal to the appropriate regional office within 90 days from the start date of the project period.

☐ If the grantee requests indirect cost reimbursement, but does not have an approved rate agreement at the time of award, the grantee shall be limited to a provisional rate equaling one-half of the indirect costs requested up to a maximum of 10 percent of salaries and wages only whichever is less. If the recipient fails to provide a timely proposal, indirect costs paid in anticipation of establishment of a rate must be disallowed. If a rate is approved the grantee must submit a revised budget using the process outlined in Standard Term, Section E, Number 8.

☐ SAMHSA will not accept a research indirect cost rate. The grantee must use other-sponsored program rate or lowest rate available.

☐ \* Contact the appropriate regional office of the Division of Cost Allocation to begin the process for establishing an indirect cost rate. To find a list of HHS Division of Cost Allocation Regional Offices go to [www.samhsa.gov/grants/contact.aspx](http://www.samhsa.gov/grants/contact.aspx).

7 All responses to special terms and conditions of award and post-award requests must be mailed to the Division of Grants Management, OPS, SAMHSA below:

%	For Regular Delivery:	For Overnight or Direct Delivery:
<input type="checkbox"/>	Division of Grants Management	Division of Grants Management,
	OPS, SAMHSA	OPS, SAMHSA
B	1 Choke Cherry Road, Room 7-1091	1 Choke Cherry Road, Room 7-1091
	Rockville, MD 20857	Rockville, MD 20850

☐ CONTACTS:

Helen Hernandez, Program Official  
Phone: (240) 276-0331 Email: [helen.hernandez@samhsa.hhs.gov](mailto:helen.hernandez@samhsa.hhs.gov)

Karen Warner, Grants Specialist  
Phone: 240-276-1426 Email: [karen.warner@samhsa.hhs.gov](mailto:karen.warner@samhsa.hhs.gov) Fax: 240-276-1430



E.I.



## Department of Justice

## Office of Justice Programs

## Office of Communications

Washington, D.C. 20531

## GRANT NOTIFICATION

Grant Number: 2010-CZ-BX-0174

Name & Address of Recipient: Sullivan County  
14 Main Street

City, State &amp; ZIP: Newport, New Hampshire 03773-1548

## Recipient Project Director/Contact:

Greg Chanis  
County Administrator

Phone: (603) 863-2560

Title of Program: FY 10 Second Chance Act Prisoner Reentry Initiative: Local Demonstration

Title of Project: FY 10 Second Chance Act Prisoner Reentry Initiative: Local Demonstration

Amount of Award: \$ 299,048

Date of Award: 09/14/2010

Awarding Agency: Bureau of Justice Assistance  
Ania Dobrzanska

Supplement: No

## Statutory Authority for Program:

FY10 (BJA - Offender Reentry Demonstration Programs) 42 USC 3797w

Impact/Focus: Discretionary

CFDA Number: 16.812

## Project Description:

The Second Chance Act of 2007 (Pub. L. 110-199) provides a comprehensive response to the increasing number of people who are released from prison and jail into communities and the subsequent challenges communities face as offenders attempt to reintegrate into society. The Second Chance Act Prisoner Reentry Initiative provides funding to state and local governments and federally recognized Indian tribes for demonstration projects to promote the safe and successful reintegration into the community of individuals who have been incarcerated. Funded demonstration projects will use validated and dynamic assessment tools to determine the risks and needs of offenders.

Projects will provide offenders in prisons or jails with all necessary services to facilitate reentry into the community. In addition, the projects will develop procedures to ensure that dangerous felons are not released from prison prematurely and provide services that address treatment needs and protect communities against dangerous offenders. Allowable uses of funds to enhance a successful transition include: pre-release assessment and case planning, mentoring, housing, education, substance abuse treatment, mental health treatment, services to enhance family reunification, job training and readiness, and post-release case management and supervision.

Sullivan County will use the FY 2010 Second Chance Prisoner Reentry Initiative to support the Sullivan County Department of Corrections with their Community Reentry System. The goal of this initiative is to provide a full continuum of services through the local criminal justice system in Sullivan County. Inmates will participate in educational programs designed specifically to improve their ability to utilize family and community support to improve their relationships and resource management skills. Inmates who participate will be evaluated pre and post participation by taking the Family Protective Factors Survey.

E2



Department of Justice

Office of Justice Programs

Office of Communications

Washington, D.C. 20531

CA/NCF

For more information about this grant, contact the Office of Justice Program's Office of Communications at 202/307-0703.



E3.



## Department of Justice

### Office of Justice Programs

Washington, D.C. 20531

# GRANT AWARD NOTICE

## IMPORTANT

**FAX TRANSMISSION NUMBER:** (603) 271-7680

**To:** The Honorable John Lynch

**Attn:** Pamela Walsh  
(603) 271-2121

**From:** Department of Justice, Office of Justice Programs, Office of Communications

**For more information, please contact:** Jonathan Fabian

**Phone Number:** (202) 307-0703

**Fax Number:** (202) 514 5958

### **SUBJECT:**

FY 10 Second Chance Act Prisoner Reentry Initiative: Local Demonstration



## Department of Justice

## Office of Justice Programs

## Office of Communications

Washington, D.C. 20531

## GRANT NOTIFICATION

Grant Number: 2010-RW-BX-0017

Name & Address of Recipient: Sullivan County  
14 Main Street  
C/O County Commissioners Office  
City, State & ZIP: Newport, New Hampshire 03773-1504

## Recipient Project Director/Contact:

Greg Chanis  
County Administrator

Phone: (413) 626-7597

Title of Program: FY 10 Second Chance Act Reentry Demonstration Program: Targeting Offenders with Co-occurring Substance Abuse and Mental Health Disorders: County or city government agencies serving adults

Title of Project: FY 10 Second Chance Act Reentry Demonstration Program: Targeting Offenders with Co-occurring Substance Abuse and Mental Health Disorders: County or city government agencies serving adults

Amount of Award: \$ 553,140

Date of Award: 09/15/2010

Awarding Agency: Bureau of Justice Assistance  
Ania Dobrzanska

Supplement: No

## Statutory Authority for Program:

FY10 (BJA - Offender Reentry Demonstration Programs) 42 USC 3797w

Impact/Focus: Discretionary

CFDA Number: 16.812

## Project Description:

The Second Chance Act of 2007 (Pub. L. 110-199) provides a comprehensive response to the increasing number of people who are released from prison and jail and returning to communities, including resources to address the myriad needs of these offenders to achieve a successful return to their communities. Section 201 of the Second Chance Act authorizes the Second Chance Act Reentry Demonstration Program Targeting Offenders with Co-occurring Substance Abuse and Mental Health Disorders Program, which is designed to provide treatment and recovery support services to offenders during incarceration and after their return to the community. This section specifically addresses the treatment needs of offenders who have substance abuse disorders and authorizes grants to states, units of local government, territories, and Indian tribes to improve the provision of drug treatment to offenders in prisons, jails, and juvenile facilities during the period of incarceration and through the completion of parole or other court supervision after release into the community.

The term co-occurring disorders (COD) refers to co-occurring substance-related and mental disorders. Clients said to have COD have one or more substance-related disorders as well as one or more mental disorders. At the individual level, COD exist when at least one disorder of each type can be established independent of the other and is not simply a cluster of symptoms resulting from [a single] disorder. Projects will implement or expand offender treatment programs for re-entering offenders with co-occurring substance abuse and mental health disorders. Programs should require urinalysis and/or other proven reliable forms of drug and alcohol testing for program participants, including both periodic and random testing, and for former participants while they remain in the custody, or under community



## Department of Justice

### Office of Justice Programs

#### Office of Communications

Washington, D.C. 20531

supervision, of the state, local, or tribal government.

Sullivan County and the Sullivan County New Hampshire Department of Corrections (SCDOC) will use the 2010 Second Chance Reentry Demonstration Program: Targeting Offenders with Co-occurring Substance Abuse and Mental Health Disorders grant in collaboration with the West Central Behavioral Health to provide services to adult offenders who are at high risk for re-offending due to substance abuse and co-occurring mental health disorders.

Based on the assessment of the inmates' length of stay, they will be placed in treatment tracks, which include the provision of evidence-based cognitive behavioral therapy, life skills training and psycho education for DWI aftercare. A team leader will work with a case manager to provide sustained case management and facilitate the on-going connection to interventions and services for released offenders. The goal of this project is to provide a full continuum of services through the local criminal justice system in order to reduce recidivism. The County will hire three staff (team leader, clinician, and case manager) to develop and implement the model. The project will provide treatment and transitional services for 40 people annually. Goals include a decrease in probation and parole violations by ten percent, increasing the employment rates by 20 percent and have 75 percent of the target population complete the program.

CA/NCF

For more information about this grant, contact the Office of Justice Program's Office of Communications at 202/307-0703.



Department of Justice

Office of Justice Programs

*c/o Des.  
Chambers*

Washington, D.C. 20531

## GRANT AWARD NOTICE

### IMPORTANT

**FAX TRANSMISSION NUMBER:** (603) 271-7680

**To:** The Honorable John Lynch

**Attn:** Pamela Walsh  
(603) 271-2121

**From:** Department of Justice, Office of Justice Programs, Office of Communications

**For more information, please contact:** Jonathan Fabian

**Phone Number:** (202) 307-0703

**Fax Number:** (202) 514 5958

**SUBJECT:**

FY 10 Second Chance Act Reentry Demonstration Program: Targeting Offenders with Co-occurring Substance Abuse and Mental Health Disorders: County or city government agencies serving adults

**SULLIVAN COUNTY, NEW HAMPSHIRE**

**Annual Financial Statements**

**For the Year Ended June 30, 2010**

**DRAFT**

August 2010

Appendix H.1.

MEDICARE							
	Aug 2009 Compare	Aug 2009 AVG CENSUS	Aug 2010 Actual	Aug 2010 AVG DAILY CENSUS	BUDGETED	BUDGETED AVG CENSUS	VARIANCE
	192	6	349	11	341	11	8
CENSUS:							
REVENUE	\$98,685.27		\$156,215.38		\$167,090.00		-\$10,874.62
AVERAGE RATE PER DAY	\$513.99		\$447.61		\$490.00		-\$42.39

PRIVATE							
	Aug 2009 Compare	Aug 2009 AVG CENSUS	Aug 2010 Actual	Aug 2010 AVG DAILY CENSUS	BUDGETED		VARIANCE
	652	21	533	17	620	20	-87
CENSUS:							
REVENUE	\$142,040.00		\$125,255.00		\$145,700.00		-\$20,445.00
AVERAGE RATE PER DAY	\$217.85		\$235.00		\$235.00		\$0.00

MEDICAID							
	Aug 2009 Compare	Aug 2009 AVG CENSUS	Aug 2010 Actual	Aug 2010 AVG DAILY CENSUS	BUDGETED		VARIANCE
	3,316	107	3,537	114	3,410	110	127
CENSUS:							
REVENUE	\$497,101.56		\$480,819.78		\$463,555.40		\$17,264.38
AVERAGE RATE PER DAY	\$149.91		\$135.94		\$135.94		\$0.00

HCBC (RESPITE)							
	Aug 2009 Compare	Aug 2009 AVG CENSUS	Aug 2010 Actual	Aug 2010 AVG DAILY CENSUS	BUDGETED		VARIANCE
	0	0	0	0		0	0
CENSUS:							
REVENUE	\$0.00		\$0.00		\$424.66		-\$424.66
AVERAGE RATE PER DAY	#DIV/0!		#DIV/0!		\$0.00		#DIV/0!

MANAGED CARE							
	Aug 2009 Compare	Aug 2009 AVG CENSUS	Aug 2010 Actual	Aug 2010 AVG DAILY CENSUS	BUDGETED		VARIANCE
	0	0	0	0	0	0	0
CENSUS:							
REVENUE	\$0.00		\$0.00		\$0.00		\$0.00
AVERAGE RATE PER DAY	\$0.00		\$0.00		\$0.00		\$0.00

	Aug 2009 Compare		Aug 2010 Actual		0		
TOTAL CENSUS	4,160		4,419		\$0.00		
AVERAGE CENSUS		134.2		142.5	0	141.0	

MEDICARE B REVENUE							
	ACTUAL		Aug 2010 Actual		BUDGETED		VARIANCE
	\$54,997.56		\$39,614.97		\$37,369.88		\$2,245.09

TOTAL MONTHLY REVENUE VARIANCE (\$12,235)

## Revenue Review thru 08/31/2010

	Annual Budget	62 Days 2 month budget	YTD	Variance	
Medicaid	5,457,991	927,111	955,689	28,578	
Private	1,715,500	291,400	255,623	(35,778)	
Insurance	15,000	2,548	17,358	14,810	
Respite (HCBC)	5,000	849	1,795	946	
Medicaid Assessment	1,826,825			-	Paid quarterly
ARRA	300,000		18,290	18,290	Paid quarterly
Medicare Part B (Total)	440,000	74,740	83,065	8,325	
Medicare Part A	1,967,350	334,180	281,245	(52,935)	
Proshare	475,000			-	Paid at end of FY
Net Variance from Operations				(17,763)	
Net Variance without ARRA				(36,053)	
Misc Income	10,000	1,699	5,732	4,034	
Laundry	85,000	14,438	9,517	(4,922)	
Cafeteria	15,000	2,548	2,194	(354)	
Meals	339,164	57,611	56,526	(1,085)	
YTD Variance		1,707,124	1,687,033	(20,091)	
	12,651,830				

11.3.

Sullivan County Nursing Home  
Quarterly Resident Census

Resident Census - FY 11

Resident Census - FY 11															
	TOTAL DAYS AVAILABLE	MEDICAID DAYS		PRIVATE DAYS		SKILLED DAYS		HCBC RESPITE		MANAGED CARE		LEAVE DAYS		TOTAL DAYS FILLED	
Jul-10	4836	3487	80.38%	558	12.86%	280	6.45%	11	0.25%	0	0.00%	2	0.05%	4338	89.70%
Aug-10	4836	3537	80.04%	533	12.06%	349	7.90%	0	0.00%	0	0.00%	0	0.00%	4419	91.38%
Sep-10	4680	0	#DIV/0!	0	#DIV/0!		#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%
1ST QUARTER	14,352	7,024	80.21%	1,091	12.46%	629	7.18%	11	0.13%	0	0.00%	2	0.02%	8,757	61.02%
Oct-10	4836	0	#DIV/0!	0	#DIV/0!		#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%
Nov-10	4680	0	#DIV/0!	0	#DIV/0!		#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%
Dec-10	4836	0	#DIV/0!	0	#DIV/0!		#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%
2ND QUARTER	14,352	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%
Jan-11	4836	0	#DIV/0!	0	#DIV/0!		#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%
Feb-11	4368	0	#DIV/0!	0	#DIV/0!		#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%
Mar-11	4836	0	#DIV/0!	0	#DIV/0!		#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%
3RD QUARTER	14,040	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%
Apr-11	4680	0	#DIV/0!	0	#DIV/0!		#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%
May-11	4836	0	#DIV/0!	0	#DIV/0!		#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%
Jun-11	4680	0	#DIV/0!	0	#DIV/0!		#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%
4TH QUARTER	14,196	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%
FY '11 TOTAL	56,940	7,024	80.21%	1,091	12.46%	629	7.18%	11	0.13%	0	0.00%	2	0.02%	8,757	15.38%
YTD AVG.		113.3		17.6		10.1		0.2		0.0		0.0		141.2	

Avg  
Census

141.2

0.0

0.0

0.0

Resident Census - FY 10

Resident Census - FY '10															
	TOTAL DAYS	MEDICAID		PRIVATE		SKILLED		HCBC		MANAGED		LEAVE		TOTAL DAYS	
	AVAILABLE	DAYS		DAYS		DAYS		RESPIRE		CARE		DAYS		FILLED	
Jul-09	4836	3299	80.09%	617	14.98%	203	4.93%	0	0.00%	0	0.00%	0	0.00%	4119	85.17%
Aug-09	4836	3220	77.40%	748	17.98%	192	4.62%	0	0.00%	0	0.00%	0	0.00%	4160	86.02%
Sep-09	4680	3153	75.50%	705	16.88%	296	7.09%	22	0.53%	0	0.00%	0	0.00%	4176	89.23%
1ST QUARTER	14,352	9,672	77.66%	2,070	16.62%	691	5.55%	22	0.18%	0	0.00%	0	0.00%	12,455	86.78%
Oct-09	4836	3263	75.65%	746	17.30%	304	7.05%	0	0.00%	0	0.00%	0	0.00%	4313	89.19%
Nov-09	4680	3220	77.03%	696	16.65%	264	6.32%	0	0.00%	0	0.00%	0	0.00%	4180	89.32%
Dec-09	4836	3453	78.42%	669	15.19%	281	6.38%	0	0.00%	0	0.00%	0	0.00%	4403	91.05%
2ND QUARTER	14,352	9,936	77.05%	2,111	16.38%	849	6.58%	0	0.00%	0	0.00%	0	0.00%	12,896	89.86%
Jan-10	4836	3464	76.60%	590	13.05%	467	10.33%	0	0.00%		0.00%	1	0.02%	4522	93.51%
Feb-10	4368	3209	79.06%	575	14.17%	262	6.45%	0	0.00%	12	0.30%	1	0.02%	4059	92.93%
Mar-10	4836	3491	79.34%	684	15.55%	222	5.05%	0	0.00%	2	0.05%	1	0.02%	4400	90.98%
3RD QUARTER	14,040	10,164	78.30%	1,849	14.24%	951	7.33%	0	0.00%	14	0.11%	3	0.02%	12,981	92.46%
Apr-10	4680	3447	80.39%	651	15.18%	185	4.31%	0	0.00%	4	0.09%	1	0.02%	4288	91.62%
May-10	4836	3540	79.98%	707	15.97%	178	4.02%	0	0.00%	0	0.00%	1	0.02%	4426	91.52%
Jun-10	4680	3448	79.80%	641	14.83%	226	5.23%	5	0.12%		0.00%	1	0.02%	4321	92.33%
4TH QUARTER	14,196	10,435	80.05%	1,999	15.33%	589	4.52%	5	0.04%	1	0.03%	3	0.02%	13,035	91.82%
FY '10 TOTAL	56,940	40,207	78.27%	8,029	15.63%	3,080	6.00%	27	0.05%	18	0.04%	6	0.01%	51,367	90.21%
YTD AVG.		110.2		22.0		8.4		0.1		0.0				140.7	

Avg  
Census

135.4

140.2

144.2

143.2



41.4

**Medicare Length of Stay Analysis**  
Sullivan County Health Care (SC)

Page 1 of 1  
9/15/2010 2:18 PM  
AR7400A

	Aug 2010	Jul 2010	Jun 2010	May 2010	Apr 2010	Mar 2010	Feb 2010	Jan 2010	Dec 2009	Nov 2009	Oct 2009	Sep 2009	12 Mos.	Calendar YTD
Total Admits & Readmits (All payer types)	8	12	7	5	10	10	15	12	21	13	17	11	141	79
MCR # Admits & Readmits	4	9	5	4	5	6	9	7	13	7	11	7	87	49
MCR # Discharges from facility	1	6		3	2	5	5	5	5	6	4	4	46	27
MCR Discharged LOS	26.0	28.7		17.3	29.5	47.8	38.2	39.6	25.8	23.3	17.3	35.8	30.8	34.7
MCR # End or A/R Change	5	2	1	3	2	8	4	4	2	2	6	3	42	29
MCR End or A/R Change LOS	45.0	72.0	71.0	50.0	68.0	41.9	35.5	23.3	39.0	49.5	58.7	36.7	46.1	44.7
Total Average MCR LOS	41.8	39.5	71.0	33.7	48.8	44.2	37.0	32.3	29.6	29.9	42.1	36.1	38.1	39.9
Total MCR Days	349	280	226	178	185	222	262	467	281	264	304	296	3314	2169
Rehab RUGs	273	259	210	161	166	185	258	440	278	264	298	266	3058	1952
% of Total MCR Days	78%	93%	93%	90%	90%	83%	98%	94%	99%	100%	98%	90%	92%	90%
Non-Rehab RUGs	76	21	16	17	19	37	4	27	3		6	30	256	217
% of Total MCR Days	22%	8%	7%	10%	10%	17%	2%	6%	1%		2%	10%	8%	10%
Default Days														
% of Total MCR Days														
A ADL (low dependency)	52	34	1	27	41	22	22	83	14	7		43	346	282
% of Total MCR Days	15%	12%		15%	22%	10%	8%	18%	5%	3%		15%	10%	13%
B ADL (medium dependency)	136	102	113	80	56	121	160	237	137	165	204	124	1635	1005
% of Total MCR Days	39%	36%	50%	45%	30%	55%	61%	51%	49%	63%	67%	42%	49%	46%
C ADL (high dependency)	161	144	112	71	88	79	80	147	130	92	100	129	1333	882
% of Total MCR Days	46%	51%	50%	40%	48%	36%	31%	31%	46%	35%	33%	44%	40%	41%
Medicare Net Revenue	\$156,215	\$138,829	\$119,738	\$90,105	\$87,042	\$109,087	\$135,601	\$235,899	\$142,409	\$133,431	\$154,567	\$149,528	\$1,652,452	\$1,072,517

Note: This report includes only the selection criteria listed below.  
Effective Date From 8/1/2010 Thru 8/31/2010

H.S.

**Summary Admission / Discharge List**

Sullivan County Health Care (SC)

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RI6300B

<i>A/R Type</i>	<i>From/To</i>	<i>Admissions</i>	<i>Discharges</i>
MCD	Assisted Living	2	
	Expired		1
	Home		1
	<i>MCD Subtotal</i>	<u>2</u>	<u>2</u>
MRA	Home		1
	Hospital	3	
	Nursing Home	1	
	<i>MRA Subtotal</i>	<u>4</u>	<u>1</u>
PVT	Home	1	
	Hospital		1
	Private home/apartme	1	
	<i>PVT Subtotal</i>	<u>2</u>	<u>1</u>
<i>Total</i>		<u>8</u>	<u>4</u>

Note: This report includes only the selection criteria listed below.  
Effective Date From 7/1/2010 Thru 8/31/2010

H6.

**Summary Admission / Discharge List**

Sullivan County Health Care (SC)

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RI6300B

<i>A/R Type</i>	<i>From/To</i>	<i>Admissions</i>	<i>Discharges</i>
HCB	Home	1	1
	<i>HCB Subtotal</i>	<u>1</u>	<u>1</u>
MCD	Assisted Living	2	
	Expired		4
	Home	1	1
	Hospital	1	3
	<i>MCD Subtotal</i>	<u>4</u>	<u>8</u>
MRA	Expired		2
	Home		3
	Hospital	12	2
	Nursing Home	1	
	<i>MRA Subtotal</i>	<u>13</u>	<u>7</u>
PVT	Home	1	
	Hospital		1
	Private home/apartme	1	
	<i>PVT Subtotal</i>	<u>2</u>	<u>1</u>
<i>Total</i>		<u>20</u>	<u>17</u>

**Month-end Aged Analysis**  
Sullivan County Health Care (SC)  
For the Month of Aug, 2010

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AR6100B

Resident (Res #) (Discharge Date)

Type Balance	Aug	Jul	Jun	May	Apr	Mar	Feb	Jan	Dec	Nov	Oct	Sep	Aug	Balance
<b>Aged Analysis Summary</b>														
HCB		1,795.20	816.00									3,590.40	1,340.80-	4,860.80
INS	34,610.51	24,398.43	20,184.18	4,784.68	7,791.75	7,310.48	556.46	10,303.21	7,886.08	3,671.78	1,188.64	2,664.63	67,393.27	192,744.08
MCD	386,232.19	23,711.56	21,567.04	17,142.06	8,037.73	5,452.34	4,862.43	2,772.86	1,291.21	738.00-	4,647.86	183.82-	51,811.42	526,608.88
MCP														
MRA	120,327.88	24,643.03	0.01	0.03	0.43-	0.27-	1,143.83	4,447.47	9,116.48	10,969.97	266.89	8,106.18	6,111.70	185,132.77
MRB	31,691.75	1,258.75	2,044.89	1,298.30	1,653.90	2,888.80	468.64	697.14	939.36	1,536.49		434.41	83,009.95	127,922.38
MXA	5,136.87	5,004.04	955.78-	1,123.56-	3,025.00-	412.50-		1,675.38		267.00	3,466.12	4,875.50	59,909.28	74,817.35
MXB	2,434.00	4,685.30	997.16	423.72	304.68	479.67	217.27	41.74-	21.48	844.13	1,295.52	582.97	24,923.07	37,187.23
PVT	16,660.00	42,490.00	12,780.44	25,076.43	17,450.00	13,115.00	11,410.88	7,384.41	9,312.21	4,497.30	12,764.33	9,143.81	104,020.43	286,105.24
RES	18,751.10	4,225.69	3,939.74	4,686.68	4,024.99	3,882.11	2,525.54	1,890.66	1,532.07	4,544.11	1,398.05-	1,882.59	47,759.37-	2,727.86
PHC													375.00-	375.00-
HST													800.00	800.00
PIN							5,400.00							5,400.00
Totals:	615,844.30	132,212.00	61,373.68	52,288.34	36,237.62	32,715.63	26,585.05	29,129.39	30,098.87	25,594.78	22,231.31	31,096.67	348,503.95	1,443,911.59
	42.65%	9.16%	4.25%	3.62%	2.51%	2.27%	1.84%	2.02%	2.08%	1.77%	1.54%	2.15%	24.14%	100.00%

I.



Sullivan County Department of Corrections  
103 County Farm Rd  
Claremont, NH 03743

Intra-Department Memorandum

From: Sergeant D. Gokey  
Subject: Weekly Report  
To: Superintendent R. Cunningham

Date: September 21, 2010  
At: Training Department

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**POPULATION DATA:**

**House of Corrections**

Male – 50  
Female – 16

**Pre-Trial Inmates**

Male – 28  
Female – 5

**Protective Custody**

Male – 0  
Female – 0

**Total In-House Population: 99**

In-House Population on 9/21/2009 – 67

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**CENSUS DATA:**

**Home Confinement/EM**

Male – 4  
Female – 4

**Weekender**

Male – 1  
Female – 1

**Cheshire County**

Male- 2  
Female- 2

**Grafton County**

Male – 1  
Female – 0

**Merrimack County**

Male – 2  
Female – 0

**NHSP/SPU**

Male - 4  
Female – 0

**Strafford County**

Male – 1  
Female – 0

**Total Census Population: 121**

Census Population on 9/21/2009 – 119

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Temp Hold for other jurisdictions- **Included in the above In-House Total Population**

**Strafford County**

Male- 1  
Female- 0

**NHSP**

Male- 2  
Female-0

**Pre-Trial Services Program**

Male – 14  
Female - 9

Appendix  
J.1

# STATE OF NEW HAMPSHIRE

EXECUTIVE COUNCIL

STATE HOUSE ROOM 207

CONCORD, NEW HAMPSHIRE 03301

(603) 271-3632 FAX: 271-3633



JOHN H. LYNCH, GOVERNOR

EXECUTIVE COUNCILORS:

BEVERLY A. HOLLINGWORTH

RAYMOND S. BURTON

RAYMOND J. WIECZOREK

JOHN D. SHEA

DEBORA B. PIGNATELLI

September 3, 2010

Mr. Seth Wilner  
UNH Cooperative Extension Office- Sullivan County  
24 Main Street  
Newport, NH 03773

Dear Seth,

As Executive Councilor for District One and a Grafton County Commissioner, I was honored and pleased to attend the August 31, 2010 events at the Sullivan County Complex.

I commend the Sullivan County Commissioners and Corrections Supt. Ross Cunningham on utilizing county land and minimum risk inmates in growing produce for those in need. This project also provides UNH Cooperative Extension, throughout NH, experimental opportunities that can be shared with others throughout our state. The 10 Counties of NH have about 8,000 acres of land, much of which is tillable. Grafton, Coos, Cheshire, and Belknap have in recent years, made use of this public land for the greater good of the public. With plenty of minimum risk inmate labor all counties should be doing more with our public lands.

The discussion session was a good learning experience for those of us in the elected levels of local and state government including those of us seeking public office.

All is not well as some would like us to believe! I urge Jeff Holmes of the NH Farm Bureau to keep our feet to the fire at all levels, especially at the federal congressional levels in what I perceive as federal legislation literally putting small farmers and growers out of business.

DISTRICT ONE	DISTRICT TWO	DISTRICT THREE	DISTRICT FOUR	DISTRICT FIVE
RAYMOND S. BURTON 338 RIVER ROAD BATH, NH 03740 TELEPHONE 747-3662	JOHN D. SHEA 8 MCINTIRE ROAD NELSON, NH 03457 TELEPHONE 847-9008	BEVERLY A. HOLLINGWORTH 209 WINNACUNNET ROAD HAMPTON, NH 03842 TELEPHONE 926-4880	RAYMOND J. WIECZOREK 1060 RAY STREET MANCHESTER, NH 03104 TELEPHONE 624-1655	DEBORA B. PIGNATELLI 22 APPLETREE GREEN NASHUA, NH 03062 TELEPHONE 888-5245

I hereby ask Senators Judd Gregg and Jeanne Shaheen, Representatives Paul Hodes and Carol Shea Porter to do all they can with their voice AND VOTE to ensure that Rural American Farms stay in business and lessen the over regulatory agencies and their powers!

Please keep in touch and keep up your good work.

Sincerely yours,

Raymond S. Burton  
Executive Councilor

c.c. Sullivan County Commissioners ✓

Ross Cunningham, Sullivan County Dept. of Corrections

Hon. Raymond Gagnon, Sullivan County Delegation

Eileen Bolander, Chair, NH Ass'n of Counties

Betsey, B. Miller, Executive Director, NH Ass'n of Counties

Michael Cryans, Chair, Grafton County Board of Commissioners

Sen. Bob Odell, NH State Senate

US Senators Judd Gregg, Jeanne Shaheen

US Representatives Paul Hodes and Carol Shea Porter

Governor John Lynch

NH Commissioner of Agriculture Lorraine Merrill

William Wrenn NH Commissioner of Corrections

Fred Nichols, NH Corrections Industries Director